16 January 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Industrial Register Survey (Project 5-62a)

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Approved For Release 2005/11/17 : CIA-RDP61-00901A000300090002-7

1. Mission:

The Industrial Register, OCR receives, analyzes and indexes data pertaining to individual foreign industrial, scientific and technical establishments and supplies the intelligence community with collated information on such establishments.

2. Organization and Functions:

Formal organization and staffing are shown in the charts on the preceding pages.

.01 The Industrial Register:

a. Functions:

1/ Receives, analyzes, indexes and maintains material pertaining to individual foreign industrial, scientific and technical establishments.

2/ Locates, develops and extends sources of information concerning individual foreign industrial scientific and technical establishments.

3/ Supplies the intelligence community with collated material concerning such establishments.

4/ Provides analytical assistance to IAC users of the Industrial Register material.

5/ Initiates and/or prepares, in response to requests, requirements for information concerning such establishments.

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b. Organization: The Register is divided into the following major components:

1/ Office of the chief, consisting of a chief, deputy and stenographer.

2/ Five analysis branches divided by geographical areas. Each branch receives, indexes and files data for its area and processes all ~~but routine~~ requests for information concerning establishments in its area.

3/ A Products Branch which codes for selected areas, ~~all~~ product references in information processed by the analysis branches.

4/ A Support Branch which controls the flow of documents, maintains a customer service desk and reading room, transfers plant and product data to IBM cards, produces lists and correlations from the cards, ~~and~~ manages the preservation of the Register's data for disaster operation, etc.

.02 The Analysis Branches:

a. Common Functions: The Analysis Branches have certain common or similar functions. They will be enumerated here and the differences will be emphasized below.

1/ Basic Processing:

a/ ~~Receive~~, Select, guide collection, analyze, identify and codify data concerning technical, scientific and industrial establishments. ~~Post or attach~~ these data to the Industrial Card File (ICF) ~~records~~ and maintain ~~the records~~ by firm or establishment, by location.

b/ ~~Receive~~, select, guide collection, analyze and identify data concerning towns, municipalities or economic areas which relate to targeting and industrial information and maintain these records by town or area.

c/ Prepare and maintain check sheets (called Plant Analysis Sheets) to show the coverage of data for those firms having a large volume of material in the files.

2/ Customer Service:

a/ Prepare comprehensive digests of the available data for selected firms.

b/ Prepare, under time limitations, short ("capsule") summaries of data available for selected firms. These are used primarily as background material for interrogators.

c/ Assist requesters in locating and utilizing data on firms in the ICF.

d/ Assist the various IAC mapping and targeting agencies with corrections and extensions of their work, made possible by analyses of ~~the ICF~~ IR data. In particular, notify Strategic Air Command of "blip" items: specific targeting information on such primary objectives as observatories, atomic plants and guided missile plants and on land marks or terrain changes which would affect a radar return.

e/ In conformity with standing orders, alert members of the Agency to the receipt of information pertinent to their needs.

f/ Prepare requirements to extend information or fill gaps in the ICF.

25X1 3/ Other: Attend [redacted] conferences as observers to obtain guidance on current intelligence emphasis, as it relates to the ICF.

b. The European USSR Branch:

1/ Functions:

a/ This branch is responsible for processing the Register's intelligence intake for the ~~Eastern~~ Western, or European, area of the USSR. Please refer to the common functions in part a. above. ~~Plant Analysis Sheets~~ (item 1c.) ~~and short summaries~~ (item 2b.) are now taking the place of digests (item 2a.). Targeting agencies are assisted (item 2d.) primarily through making the files

available to their personnel. Maps and charts of this area are quite accurate and only infrequently are errors or omissions found by the branch analysts. 25X1

[redacted]

c. The Asiatic USSR Branch:

1/ Functions:

a/ This branch is responsible for processing the Register's intelligence for the Western, or Asiatic, area of the USSR. Please refer to the common functions in part a. above. Although the function of preparing Plant Analysis Sheets (item 1c.) is assigned to the branch, the volume of

available data on any plant in this area is too small to make it necessary to prepare the sheets.

This branch does more work with targeting agencies than any other branch (item 2d.). This, again, is due to the scarcity of data available on the region. Maps of the area are necessarily meagre and the branch analysts must, therefore, plot geographic information on base maps. These data are analyzed with (all-source) photographs and mosaics, conflicts resolved and targeting agencies assisted in correcting or extending their maps.

b/ Maintains a central file of all USSR industrial brochures and the IBM product and parts lists prepared from such brochures. Processes requests for product, type and model information. Assembles brochures by industry.

c/ Receives copies of all Treasure Island reports of the Air Intelligence Division, USAF and files by plant.

d/ As a common service for the Agency, exploits the Moscow Daily News by clipping and extraction and routes the material to affected components.

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f/ Obtains (through Graphics Register) photographs pertinent to identification of land marks from material in the Library of Congress and from attachments to other Service reports.

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d. The Eastern Europe Branch:

1/ Functions:

a/ This branch is responsible for processing the Register's intelligence for the following Eastern European countries: Czechoslovakia, Poland, Albania, Bulgaria, Greece, Yugoslavia, Hungary, Rumania and the city of Trieste. Please refer to the common functions in part a. above. Capsule summaries (item 2b.) are not requested of this branch. Targeting support and chart corrections (item 2d.) are minor in this branch because sufficient intelligence is available for accurate mapping.

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c/ Contributes to the State Department annual critique, by embassy, or the Comprehensive Economic Reporting Program.

2/ Organization: The branch is divided into sections on a geographical basis and each section is subdivided into two "desks" or units, also on a geographical basis.

e. The Far East and Near East Branch:

1/ Functions:

a/ This branch is responsible for processing the Register's intelligence for all countries of the Far East (excluding the USSR) and the Near East. Please refer to the common functions in part a. above. ~~Plant Analysis Sheets (item 1c.) are seldom made as the volume of data for any plant is not large. Capsule summaries (item 2b.) are not made in this branch.~~

Specific plant digests are made and frequently digests are written on an industrial group or area in an entire country.

b/ Prepares, upon request, specific questions for interrogation of defectors and returnees.

c/ Contributes to the State Department annual critique, by embassy, of the Comprehensive Economic Reporting Program.

2/ Organization: The branch is divided by geographical area into two sections and one of the sections is further subdivided by geographical area into three units. In actual working relationships, all but junior analysts have specific geographical areas of responsibility and report directly to the branch chief.

f. The Western Europe and Western Hemisphere Branch:

1/ Functions:

a/ This branch is responsible for processing the Register's intelligence for all countries of Western Europe and the Western Hemisphere. Please refer to the common functions in part a. above. Comprehensive plant digests (item 2a.) are seldom prepared in this lower-priority area, as the library can obtain, overtly, much of the Industrial Register type of data. For Eastern Germany, however, capsule summaries of installations (item 2b.) are frequently requested. ~~There are no standing orders for this branch (item 2c.).~~

b/ Prepares, upon request, specific questions for interrogation of defectors and returnees.

c/ Contributes to the State Department annual critique, by embassy, of the Comprehensive Economic Reporting Program.

2/ Organization: The branch is divided by geographical areas into two sections.

.03 The Products Branch:

a. Functions:

1/ Analyzes, for selected countries and for selected industrial categories, all ~~ICF cards~~ data for references to products. Classifies and codes the product references for transfer to IBM cards.

2/ Assists branch analysts and users of the Register's services in making selections from and correlations with the IBM product cards.

3/ ~~Logs~~ receipts and issuances of blocks of ICF cards to be product coded.

b. Organization: The branch is divided by geographical areas into a Soviet and a Satellite Section.

.04 The Support Branch:

a. Organization: As the functions are different in the two sections, it is best to describe the organization first. The branch is divided into the Reference Control Section which is charged with administrative support functions and the Index Section which manages the IBM machines for the Register and microfilms ICF cards and supporting data.

b. Functions:

1/ Reference Control Section:

a/ Reviews all material prepared in the branches for the signature of the Chief of the Register.

b/ Examines, as a security safeguard, all ~~written~~ material to be released from the Register. Obtains releases, as necessary, from the originators of such material and sanitizes those documents which cannot be released in original form.

c/ Manages retirement of material to the Records Center.

d/ Coordinates the plans for and administers the program of formal training for Register personnel.

e/ Plans and manages training trips to U.S. industrial establishments, including extension of the trip privileges to other components of the Agency.

f/ Extends the sources of Register material by liaison with other governmental agencies and, through the Office of Operations, with private companies, including the analysis of types of data to determine their usefulness to the Industrial Register.

g/ Prepares the 1st draft of the Register's monthly activity report for the Assistant Director, OCR.

h/ Receives, sorts and routes all incoming mail and documents. Logs multiple-routing, registered and top secret documents. Follows up on the release of multiple-routing documents.

i/ Maintains the Register file of all written reports.

j/ Receives each visitor to the Register, checks his security clearance, logs his request and obtains the information requested or takes him to an analysis branch area specialist.

k/ Maintains a reading room for users of the Register's services.

l/ Follows up on all request slips, by leg number to obtain their completion, return and machine processing for inclusion in the monthly activity report.

m/ Maintains a pouch record of overseas pouches routed directly to the Register.

n/ Files and indexes MIR microfilms (these are microfilms of enclosures to reports, considered of marginal immediate interest to the

intelligence community but of potential use to the Industrial Register) and supplies reader service and copies, as requested.

o/ Maintains a machine-written list of all plant summaries.

p/ Logs all EYE notices of the availability of defectors for interrogation. Posts to the log and serially numbers all EYE requirements prepared by the Industrial Register.

q/ Logs all RDI, and EYE requirements prepared by the Industrial Register.

r/ For the entire register, examines the weekly photographic acquisitions of the Graphics Register and requisitions copies of any installation and city or town photographs.

2/ Index Section:

a/ Prepares and maintains IBM card files of the following data:

(1) ICF name and ~~detail~~ cross-reference cards

(2) Product cards

(3) MIR index cards

(4) Request analysis service cards

b/ Prepares periodically revised machine-written lists of ICF cross reference data, and MIR indexes, and other Data Laboratory.

c/ Maintains a cross reference file from document numbers to product codes.

d/ Prepares a monthly machine tabulation of service supplied by the Register.

e/ Plans and makes special machine searches, selections and listings upon request.

f/ Plans and maintains written procedures for all regular machine operations.

g/ Advises the members of the analysis branches in planning machine assistance.

h/ Machine-numbers all ICF cards and related data.

i/ Microfilms all ICF cards and related data for reconstruction in time of emergency.

3. Services Available:

.01 Clearance Required: The Industrial Card File data vary from unclassified to secret, but are designed so that users with limited clearances can be permitted access. Top secret data are not in the file but green cards, written so they can be classified secret, are inserted in the file giving sufficient cross reference data. When a user without top secret clearance requests permission to search the files, all green cards are first removed. CIA Internal Use Only material is put on pink cards, which are removed before non-CIA personnel examine the file. The Intelligence services are advised against sending personnel cleared only for confidential information, because the great majority of data are classified secret. However, such people are also permitted access to the file once it has been searched and all secret and pink cards have been removed.

.02 How Service is Obtained: Requesters may submit requests in writing, by telephone or in person. All requests are received in the Reference Control Section of the support Branch. The security clearance of the requester is checked and his request is then posted to a request form and assigned a number. A copy of the request is held as a log record. Routine reference requests are answered by the Reference Control Section. More complex problems are referred to the area analysts. All requests involving machine

operations must be checked by the Index Section and the estimated time required must be computed. If the time exceeds 10 hours, the chief or deputy chief of the Register must approve the request. Experience has shown that an examination of the needs of the requester can frequently produce short cuts to the machine operations. Similarly, all requests for plant digests must first be approved by the Register chief or his deputy. Several forms have been designed to cover data on specific fields in lieu of making complete plant digests.

Once a requester becomes acquainted with an analyst in the area of his interest, further requests may be directed to that analyst. In such cases the request form is filled out by the area analyst, obtaining a serial number from the Reference Control Section by telephone and sending a copy to the section for its log.

.03 Standing Orders: There are few written standing orders on file in the Register. However, considerable service is given through familiarity with users' requirements. The majority of this service is by telephone, to alert an analyst of a document in his field of interest - usually by citing the CIA Library control number. This familiarity with users' needs is obtained through close working relations, reading requirements which have been published and attending joint conferences on intelligence production planning.

Whenever an error is found in an intelligence map or chart, the issuing agency is notified at once by telephone. A representative usually calls at the Register to check the information and record the facts.

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The National Indications Center is notified of any items on the indicator program such as change-overs from civilian to military production (or vice versa) or an increase in military storage.

.04 The Classification and Filing Systems Used: For a detailed explanation of the classification systems in use, see Annex A.

a. Filing Methods:

1/ ICF Cards: The basic Industrial Card File (ICF) is 5x8 cards which are arranged by plant or installation number within country. Each card contains reference to a source document and a summary of it.

2/ Plant Folders: These contain plant materials too large to go in the ICF. Some of the materials usually available are plant and product brochures, photographs, target material, large reports and plant layouts. They are filed by plant number within country.

3/ Town Folders: These contain town and area information such as town plans, city studies and travel guides. They are filed, within each country, alphabetically by name of the city or town.

4/ Reference Materials are maintained by each branch. These include industrial directories, city directories, telephone books and industrial surveys.

b. Indexing Methods:

1/ IBM Plant Name Cards: IBM cards are maintained for each plant. The following key information is shown: all known names of the plant, operating status code, industrial category code, and the following location data: country code, political subdivision code, town name and map coordinates.

2/ IBM Detail Cards: One IBM detail card is punched for each ICF card. It contains the plant number, card number, CIA number, source

number and industrial category code.

3/ ICF Cross Reference Lists: The following machine-written lists are kept up to date (all are divided by countries):

a/ Location List: Within an alphabetic list of cities and towns, plants are listed alphabetically by name.

b/ Plant List: This is a straight alphabetic listing by plant name.

c/ Industrial Category List: Within each industrial category, towns are listed alphabetically and within each town, plants are listed alphabetically by name.

4/ IBM Product Cards: For the USSR and selected Satellite countries all references in ICF cards to products are coded and punched in IBM cards. From these cards information is available, by country, concerning trade marks, model data and products. These cards are interpreted and filed by country by product code. Cross reference cards are filed by document number, permitting the location of product cards from the document number.

5/ IBM Brochure Cards: Industrial brochures from the USSR are also product coded and punched in IBM cards.

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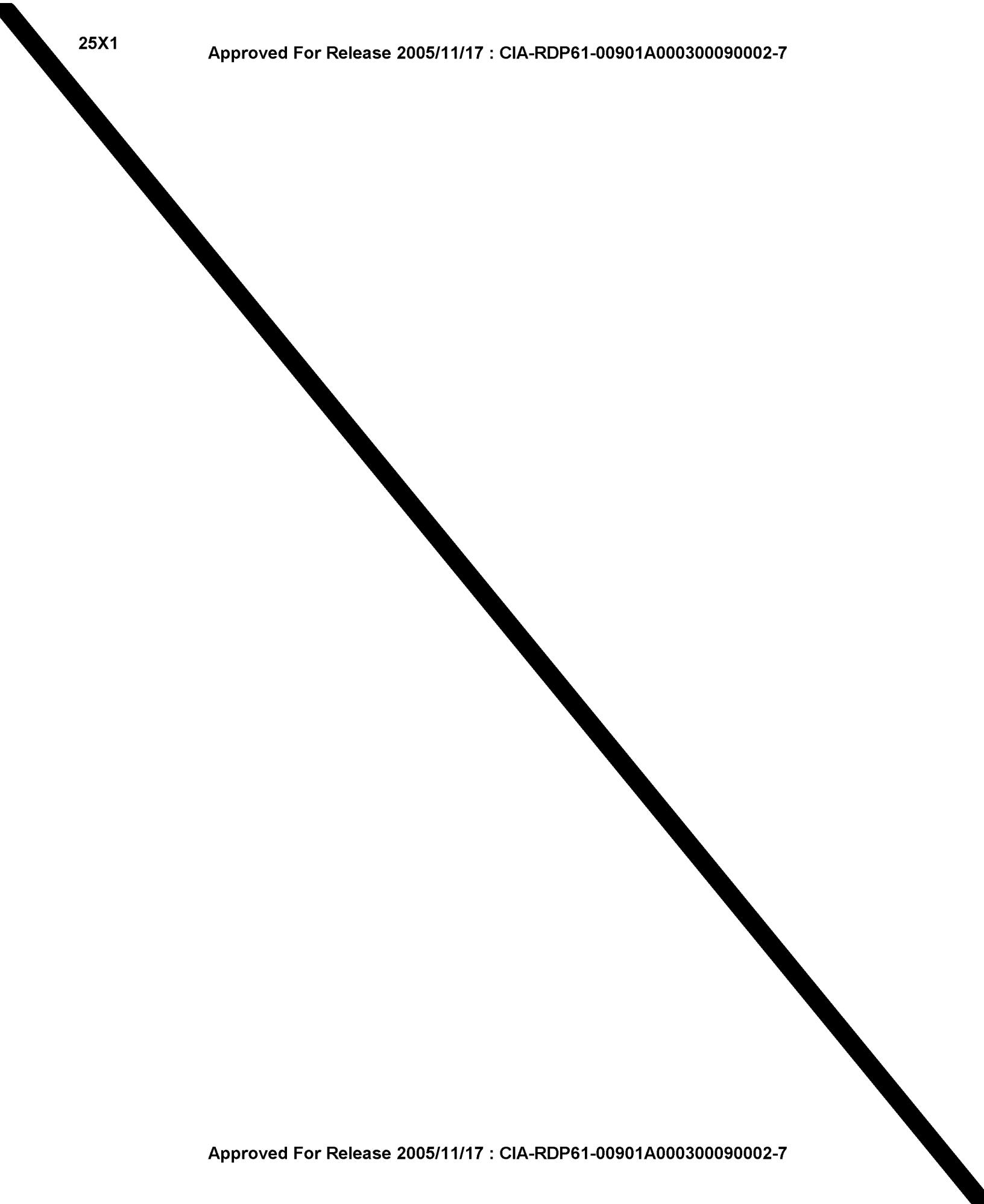

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.06 The Trade Marks Manual: [redacted] of the WE/WH Branch has produced a manual of German trade marks taken from the U.S. Registry of foreign trade marks and from industrial brochures. It has been organized three ways:

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a. alphabetically by firm name
b. numerically by industrial activity code
c. by type of trade mark design (round, square, serrated oval, etc.).

This identification tool is useful to ORR/EST in detecting illegal trading where crates have been identified only by trade marks.

[redacted] 25X1

25X1 [redacted]

The usefulness of the manual has been attested to by an award to

25X1 [redacted] who developed the first manual on his own time.

Interim Assignment Branch, Personnel Office now processes newly acquired brochures and does all the work on the manual except for applying the industrial activity code (which is classified "Official Use Only"). The code

[redacted] 25X1

4. The Register's Participation in Writing Requirements:

.01 Supplying Background Data: Specific requests are received from customers for a summary of material available on an installation. The requests may also include, the enumeration of gaps in the information. These are used for the preparation of requirements to obtain specific information.

.02 Initiation of Requirements by IR:

a. The Register has a standing general requirement with Office of Operations for industrial information.

b. Specific industrial information requirements are written [redacted] 25X1

25X1 [redacted]

c. IR can initiate requirements to close gaps and send them to [redacted] 25X1

25X1 [redacted] CR for incorporation with other requirements. IR may also suggest the collection agency to be used.

.03 Participation in Intelligence Reporting Programs:

25X1 [redacted]

b. Comprehensive Economic Reporting Program: This is an organized reporting program of the State Department embassies with an annual critique of its effectiveness by headquarters. IR contributes a report to the State

Department which is incorporated in the annual critique. CERP reports are received and processed by IR.

.04 Targets of Opportunity:

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[redacted]

.05 Clearance of Other Service Requirements With IR:

a. If another intelligence service levies a requirement on CIA for field collection, it is first cleared with IR to see what part, if any, of the requirement can be filled from existing records.

b. When other services levy requirements on their own field collection staffs, prior clearance with IR is not mandatory. IR receives information copies of such requirements after the action copies have been sent out and knows, therefore, when requirements go out that could have been fulfilled by IR. It frequently occurs. Through the regular CIA liaison and IAC

committee channels, IR has urged other IAC services to check requirements through IR prior to release to the field. A considerable improvement has taken place.

c. As time permits, information copies of other-service requirements will be checked to the files and, if significant data are available, the service will be notified and invited to examine the material. This is frequently not done because the volume is large and specific service requests naturally take priority.

d. An analysis of 665 Army requirements revealed that 21% of them had been coordinated with CIA and 30% obviously did not need to be coordinated. Of the remaining 49% or 325 requirements, the Industrial Register could have supplied the answer to 49, or 15% of the 325.

5. Service Given the Other Registers:

.01 Graphics Register:

a. Analysts in GR are assisted in the identification of photographs.

b. When the Industrial Register wants copies of photographs in books or other publications, the request is filled by the Graphics Register. In the process, a copy of the photograph is placed in the files of the Graphics Register, increasing its coverage.

.02 Biographic Register:

a. In the analysis of the activities of an individual, BR may require information concerning an establishment with which he is associated. This is supplied by IR.

b. BR requests lists of persons and their positions, if known, who are associated with an installation.

c. BR sometimes requests data to corroborate the location and position of a person.

d. In the field of foreign institutes conducting research and development, data are maintained by both IR and BR. Members of IR volunteered that several other Agency components also maintain files concerning foreign institutes. This was reported to OCR and in a meeting of representatives of OCR, the DD/I Administrative Office, OSI, ORR, OO and Management Staff this multiplicity of institute files and the possibility of duplication were discussed and it was agreed that a joint OCR/Management Staff survey of foreign institutes would be made. Further details will be found in that survey report.

.03 Special Register: Identification information is furnished the Special Register upon request.

6. Inter-Register Cooperation in Answering the Same Request:

.01 When an Agency employee asks the Industrial Register for biographic or graphic support, he is referred to the other registers.

.02 But when a request is received from another service which requires data from more than one register, the register receiving the request writes a complete reply, obtaining and including relevant data from the other registers. The final report may be integrated or it may include, as separate annexes, material received from the other registers.

7. Who is Served by the Register:

During fiscal year 1955, 7,095 requests were received from the following offices:

Office	No.	% of Total
CIA	4,631	65
ORR	2,201	31
OSI	890	12
DD/P	434	6
OO	381	5
OCI	52	1
Other CIA	673	10

Office	No.	% of Total
Non-CIA	2,464	35
Air Force	2,025	28
Army	330	5
NSA	25	*
Navy	23	*
State	15	*
Other	46	1

Requests are also being received from overseas installations, many of which are sent copies of the ICF listings.

8. Procedural Changes Recommended, Accepted and Implemented During the Survey:

This was not a procedural survey, but some procedures and work methods were examined in order to understand how functions were being carried out. In the discussion of procedures, the cooperation between both the supervisory and operating personnel of the Register and the Management Staff representative was such that suggestions were made by both as to revisions which would prove beneficial. Some of the problems were known to exist but the pressure of current work had made it impossible to examine and evaluate alternative methods of solution. This survey made possible such an examination, the evaluation was made cooperatively and the changes were put into effect on a trial basis by the Chief, Industrial Register.

Items .01 through .04 are estimated by the Deputy Chief, IR to have saved one full-time clerk in the Reference Control Section.

.01 Reference Control Section was centralizing for the Register all book procurement, reproduction requests and translation requests. The technique in use was for a branch to prepare an informal written request which was then rewritten on standard request forms by RCS and sent out. Follow-ups were made only if requested by the originating branches. No consolidation of requests was made. It was decided that this centralization did not contribute sufficiently to achieve efficiency. The branches now write their own

* Less than $\frac{1}{2}$ of 1%.

requests and do their own follow-up, eliminating the transcription time in RCS and placing follow-up responsibility on the initiating branches.

.02 Reference Control Section fills out a request form for every request it receives. It also kept a hand-written log of requests and assigned a serial number to each one. The request forms are now obtained in duplicate and the carbon copy is filed as the log.

.03 Reference Control Section was logging and following up on all multiple-routing documents received by the Register. The branches were duplicating the function. It was determined that one logging was sufficient for security requirements. As the analysis branches are divided on a geographical basis, most follow-up by RCS could be accomplished, when necessary, by determining the area concerned without recourse to a log. It was, therefore, decided to abolish the RCS logging and follow-up.

.04 When OOB and DD/P notices of the availability of [redacted] 25X1

25X1 [redacted] are received, they are logged in RCS and sent to the analysis branches. If a requirement is written by a branch, RCS assigns an EYE serial number to it and posts the assignment to the log. RDI requirements

25X1 for further information [redacted] are also assigned a serial number and logged in RCS. It was decided that IR would no longer maintain a central control (log) of all such notices received but only of those responded to by requirements. The central control of serial numbers was also eliminated by using a branch prefix. Each branch now maintains its own log and assigns serial numbers.

.05 A GS-7 clerk in the Index Section spent full time on two operations:

a. ICF cards were received in blocks of 100. The cards in each block were counted; if over 100 were found, the excess was returned to the originating branch and if less than 100 were found, the block was held and

the branch was asked to submit the necessary additional cards. The next operation is number-stamping. This automatically counts the cards. The counting operation has been eliminated; after the number-stamping is done excess cards are returned or additional ones are obtained.

b. All ICF cards were being reviewed for coding accuracy. Numerous errors were found, the majority attributable to carelessness. The erroneous cards were returned for correction directly to the analysts who prepared them. This review was carefully performed and was a necessary operation. However, the location of the function had two weaknesses: (1) the clerk could review only for clerical or procedural errors, not for substance; and (2) routing the work directly to the originating analysts rather than through the branch chiefs had created the impression that the errors were within the margin of tolerance and were not considered excessive. The Chief, IR has eliminated the clerical review and instructed the analysis branch chiefs to hold meetings designed to reduce carelessness and to maintain a continuing review of the work, both for substance and coding accuracy.

.06 A GS-4 clerk in the Index Section spent full time (and sometimes needed help) number-stamping ICF cards and related documents with an electric automatic-trip machine. She placed a card below each paper to trip the machine. This was to center each number in the upper right hand margin. As margins varied, the automatic trip was not used. This procedure, which had seemed quite adequate when the work volume was small, was now doubling the time required to number stamp. It was determined that the trip could be re-set to allow a 1/8" top margin and that variations between papers would no longer be considered. Production has doubled.

.07 All requests for machine work required the approval of the Deputy Chief, IR. In discussion of this review function it was decided that requests requiring under 10 hours could be reviewed by the Chief, Index Section, saving the time of the Deputy Chief, IR and reducing processing time.

9. Critique:

.01 Organization and Functions:

a. The Analysis Branches are all organized in the same manner, with similar functions. Each has a branch chief, deputy and secretary/control clerk. Each has no formal subdivision of sections and units. Each branch chief has assigned a geographical area to his senior analysts. Junior analysts and trainees are assigned to senior analysts. Considerable flexibility is maintained in reassigning analysts as fluctuations in work load require.

As there is a great similarity in the work of all analysts, this flexibility appears advantageous. Also, as these branches have an average T/O of [redacted] and as much of the work is routine, it is not difficult for branch chiefs to deal directly with all senior analysts, rather than through section chiefs. 25X1

b. The Products Branch is limited in functions to the classification and coding of product data on ICF cards.

c. The Support Branch appears overstaffed. Although this survey did not include an analysis of work volume, the examination of functions and basic procedures showed less complexity than was found in the Special Register, but more people assigned to supervision and planning.

1/ The Index Section is composed of an IBM shop and a microfilm operation. In the Machine Records Unit are a key punch sub-unit [redacted] 25X1

[redacted] 25X1

25X1 [redacted] The Special Register has [redacted] 25X1 such operators with identical grades for the two supervisors. For procedural planning and direction, the two machine organizations are staffed as follows:

Industrial Register	Special Register
25X1 [redacted]	

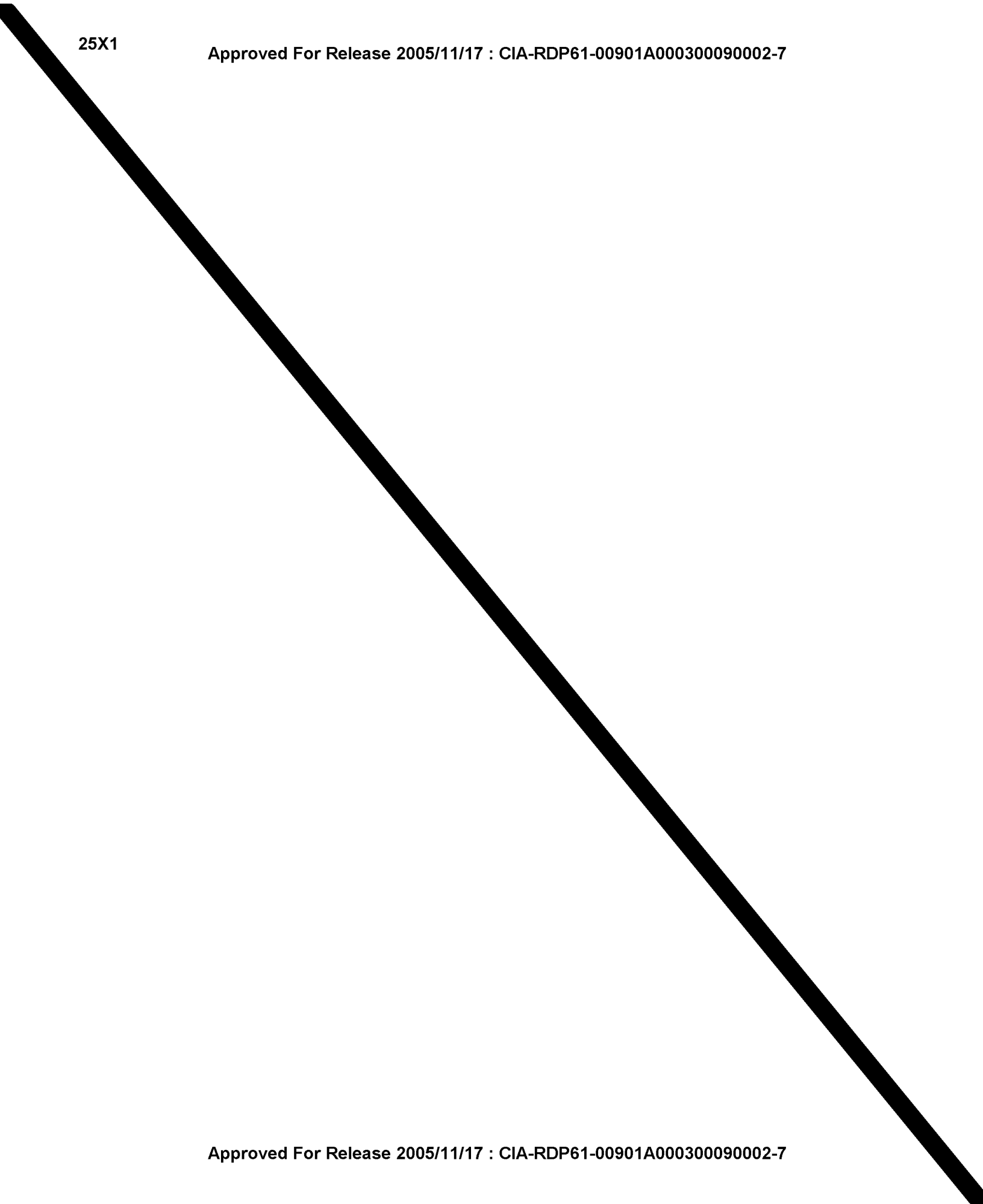
An examination of the indexing of the two registers (Annex A and Tab A, Memorandum for the Record, Special Register Survey, 3 October 1955) will show the greater complexity of the classification methods of the Special Register. The difficulty of planning special machine runs and analyses is directly proportional to the complexity of the indexing methods. Thus, both from the point of view of number of people supervised and complexity of indexing, the Special Register has the more difficult job. It is believed that a GS-12 supervisor and a GS-9/11 project planner should be sufficient, and a reduction of two positions is, therefore, recommended.

The Reproduction Control Unit of the Index Section has a GS-7 chief and 3 GS-4 clerks. In section 8.05 the work of the GS-7 employee was described. It has been eliminated. One of the GS-4 clerks assisted the GS-7 in this work and in logging all blocks of work in and out of the unit. She also helped number-stamp (see below). A second GS-4 spends full time number-stamping all ICF cards and related documents, which task can be done in half the time, as explained in section 8.06. The third GS-4 clerk spends full time microfilming new ICF cards and related documents. This subject is discussed below, in section 9.03. The work of these four clerks has, therefore, been reduced to 1½ to 2 ~~operators~~ clerks.

2/ The Reference Control Section handles the usual functions of administrative support, reception of customers and the liaison function of developing and extending the sources of data for the Register. As will be seen in section 8, there was a tendency to over-centralize administrative support work, while maintaining a "control clerk" in each analysis branch. Recommendations to reduce this centralization were accepted and implemented. The customer-service functions are reception, clearance-checking, logging and follow-up of requests and filling simple requests. All this is clerical work. The liaison function is quite vague. Some two hours were spent discussing this with the Chief of the Support Branch. It was then reviewed with the Chief of the Register. The function is limited to making checks of available data in specific installations and reporting the findings to the Register Chief.

The Chief of the Support Branch is also given many projects by the Chief and Deputy Chief of the Register. They are so numerous that the Support Branch Chief spends very little time in supervising and planning the work of the branch. These assignments, if not done by the Support Branch Chief, would be done by the Deputy Chief of the Register or by the Chief of the Reference Control Section. It is believed that this can be done, because the work of the Deputy Chief, IR in training the analysis branch chiefs has progressed to the point where he can delegate more of the work which he has been doing himself.

3/ Recommendation 1: The recent reduction in T/O for IR and the backlog of work in the analysis branches make it advisable to limit the personnel in the Support Branch as much as practicable and to augment the staffing for substantive work (unless, of course, needs elsewhere in OCR must take precedence). The following revision in support organization and reduction in positions are, therefore, recommended. Grades shown are indicative of the complexity of the work, final determination, of course, to be made by Office of Personnel.



Approved For Release 2005/11/17 : CIA-RDP61-00901A000300090002-7

Recommendation 2: For a considerable length of time there has been constant overtime in the Machine Records Unit. The need for its continuance is now being examined by the Deputy Chief, IR. It may be advisable to use a slot saved in the supervisory and planning group to augment the tabulating group. If any of the overtime is paid for at time-and-one-half, the result will be a further saving. (As workload data were not analyzed, this recommendation cannot be conclusive.)

.02 Services Available:

a. Customer Service is well planned and carried out.

1/ The entire basic operation of the Register is divided into geographical areas and most all requests pertain to specific areas. The central customer-service operation is, therefore, limited to reception, checking of security clearances, maintenance of a reading room and the processing of routine requests (such as, for example, looking up titles of a plant in the latest "B listing"). The main central service to customers is to take them to the correct analysis branch.

2/ The logging and follow-up of requests is centralized but here, again, it is recognized that this is a clerical task and many (perhaps most) requests are written up by the analysts and a "log copy" is sent to the Reference Control Section.

3/ Recommendation 3: It is suggested that too much centralization is maintained, however, in the issuance of reports from the branches. All sanitizing (usually just clipping off the externals, or references) is done in the Reference Control Staff, all branch reports are reviewed in RCS and all other-service releases are obtained by RCS. It is recommended that the analysis branch chiefs be assigned these responsibilities.

b. Indexing Techniques:

1/ Time Lag: Six to eight weeks elapse from the time an analyst prepares new ICF cards until the cards are in the file, available for use. During this time, the card data are microfilmed and transferred to IBM cards. But most all the delay is due to the policy of holding ICF cards in the Index Section until the microfilms are developed and checked for adequacy. (If they are inadequate, the necessary cards are re-photographed.) It was suggested that the percentage of errors of a clerk spending full time doing microfilming should be quite small. This was found to be so. All cards are now released without waiting for the microfilm review. If necessary, they can be pulled from the file and re-photographed.

2/ The ICF Card File: The reason cards are held in the Index Section, as explained directly above, it that it is laborious to select them once they have been put in the basic file. All ICF cards are filed by plant number. Within plant number they are not in any order or at best, are in order by year (first digit of the ICF number). This was not important when the volume of cards for any one plant was small. But today the cards for some plants fill several trays and the time required to search for specific cards by ICF number is entirely too long. The product coding and industrial category coding operations yield references to specific cards, by ICF number. If these operations are to be effective, the file must be arranged to permit rapid selection by ICF number.

The solution is to keep the cards in ICF number order, within plants. The Register personnel are aware of this, but fear that the cards will remain mixed so long as customers are allowed free access to the files.

It is the usual experience in a large filing organization that customer-service is enhanced by limiting physical access to the trained personnel and this will ultimately become necessary in IR.

Recommendation 4: It is recommended that a policy be established to maintain cards in ICF number order within plant and that a plan of implementation be developed. Factors to consider are:

a/ Will it be easier to maintain all cards in ICF number order or only those for plants containing more than, say, one inch of material?

b/ By explanation and policing, can customers be taught to leave files in order, turning over to IR personnel materials to be re-filed?

c/ Or must customer-access to files be denied?

d/ And, if so, can this be achieved with the present arrangement of the files or must they be rearranged?

3/ Codes in Use: The coding appears simple and adequate. The product code, however, which has been developed and extended as the work progressed, is inferior, in the opinion of the Chief, Products Branch, to the Standard Commodity Classification developed in the Executive Office of the President. He reports that his analysts often use the latter classification to identify a product, and then look it up in their own classification book. He would prefer to use the SCC but hesitates because some 2,000,000 product cards have been created with the present code. If the SCC would save much time for [redacted] analysts in the Products Branch, the change-over would pay for itself. The cost of 2,000,000 cards is about $2,000. The change-over cost can be accurately computed. Although the Register's machine unit does

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not have any extra time, the processing of the cards should be an unclassified operation which could be done on external contract by another government agency or by the IBM Service Bureau.

Recommendation 5: It is recommended that the comparative value of the present classification and the SCC be determined. This is not an implied criticism of present methods but recognition that more experience is available today for making the evaluation. If the SCC will save a substantial amount of time, it is recommended that the estimated annual saving be computed, the cost to change over the existing file be computed and a decision be made on the basis of the time required to break even and the annual savings to be had thereafter.

c. Obtaining Multiple-routing Documents: A serious fault in the system of obtaining data for the files has recently been eliminated by the Deputy Register Chief. When a limitation in the number of available document copies made it necessary to route a paper to several offices (multiple-routing document) before it was received by IR, the document would frequently be retained by one of the recipients and never reach IR. It is reasonable to assume that the more important multiple-routing documents would be the ones that were retained. Liaison Division explains that advance copies of mat cards for multiple-routing documents are sent to all but the first recipients, so that a suspense file of advance mat cards can be set up and, if a multiple-routing document is not received in a reasonable length of time, a copy can be ordered from the D-number on the advance mat card. This is not done in IR. But a recent economy move has eliminated all or most of the mat card system, so this is no longer a solution.

The Deputy Chief, Industrial Register has obtained a revision in the routing system so that all multiple-routing documents come first to IR.

He has guaranteed that they will not remain in IR over 48 hours; if pertinent to the Register's files, a photocopy is made and the original is sent on.

d. Mapping Assistance: The adequacy of targeting maps and charts is inversely proportional to the intelligence importance of the area. It

is obvious, therefore, that targeting agencies are particularly interested in location data obtained by the Asiatic USSR Branch. Fully 50% of the work of this branch is on target data. ~~Their~~ It's customers include Strategic Air Command, Air Research Division, Air Reconnaisance Division, Air Targets Division, Army Map Service and Geographic Research, ORR. In the case of SAC, they maintain an average of four full-time employees of their own in the Industrial Register to extend their targeting textual material, maintain and extend their charts and locate new targets.

It is well-known by IR analysts that the targeting agencies maintain inadequate liaison among themselves. This not only causes duplication but it limits the usefulness of the charts. The Chief, Eastern European Branch reports he has received three maps of the same area, all significantly different. He stated the example was not unique. Although this may not be the direct concern of CIA, these maps may cause needless loss of lives and equipment if they are not as accurate as all data can make them.

Recommendation ~~8~~ 6: It is recommended that the Industrial Register prepare a documented report of charts prepared by different targeting agencies of the same areas which contain significant differences and that this report be submitted to higher echelons for action.

.03 Writing Requirements: There is no clear policy in IR as to the extent to which requirements should be initiated by the Register. All branches service requests for information available and existing gaps so that customers can write requirements. But the branch chiefs vary in their opinions as to what the policy should be toward creating requirements in the Register. Majority opinion seems to be that the Register knows of voluminous needs but can not know their priority-importance. Some believe they should not initiate requirements, others believe they have a duty to persuade customers to write

requirements and still others believe they should initiate requirements to be ready with intelligence when it is needed. In one case, there is a clear policy: the Register may levy two requirements per month on the State Department and the Chief, Far East and Near East Branch is charged with assuring that they are prepared.

Recommendation 7: It is recommended that a division policy be established and disseminated for the initiation of requirements by IR.

.04 Microfilming for Vital Records: At a cost of approximately $10,000 per year, all ICF cards and related documents are microfilmed in the order in which they are prepared. A cross-reference list from ICF number to reel and frame number is maintained. The D listing, which lists all firms in number order and all ICF cards in number order within firms, completes the reference data necessary for reproduction of the file in the event of a disaster. These three records are placed in the Vital Materials depository.

This operation assures the ultimate recoverability of the IR file, but is prohibitively slow for use during an emergency. While Operation Alert was in effect it took 48 man-hours to reproduce and organize the file for one firm containing 88 documents. The Register contains 1¼ million extracts in reference to ¾ million firms.

The ultimate solution may be the Minicard, but this is several years in the future. On the assumption that the IR files will be needed during the time of an emergency, two proposals, including cost estimates, have been prepared by [redacted] Admin. Staff, OCR. They are now under consideration. One is that the entire file be maintained in duplicate in hard copy in the Records Center (the file is too large

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to maintain in the Vital Materials Depository). The other is that the entire file, in order, be microfilmed every year. To reproduct a record of a firm would then require selection of only a reel or two, plus the existing operation for accretions since the time of microfilming the collated file.

A variation of the second method would be to microfilm the collated file once and to cut and file subsequent microfilms in glassine folders maintained by firm number.

The hard copy method has the advantage of eliminating reproduction at the time of an emergency, but is the most costly and requires the most space. The present plans for equipment for reproducing hard copy from microfilm during an emergency, however, make it obvious that such equipment will not be available for volume reproduction of IR files.

Recommendation 8: The IR microfilming operation for Vital Materials is inadequate for recovery of the file for emergency use. It is recommended that alternate methods be analyzed and an adequate method selected and implemented. Before the decision can be made, answers must be postulated to certain key questions, such as:

a. What portion and what part of the total files will be needed during an emergency?

b. How long can a requester wait for an answer?

c. What men and materials will be available to reproduce microfilmed material?

.05 Data on Foreign Institutes: The analysis branch analysts were aware of the existence of several files in CIA on foreign institutes and several analysts recommended that the files should be surveyed to determine what was available and what duplication, if any, existed. This was discussed with the Deputy

Assistant Director and the Executive of OCR and a separate project has been set up on foreign institutes. A report will be submitted within a month.

.06 The Monthly Activity Report: Although management reports were not subject to investigation, copies of the monthly activity report were obtained to identify the functions which take the majority of the time of the Register. The report is an excellent management tool and covers most of the key items necessary for work load reporting, which are:

a. Identify the main jobs.

b. Measure the man-hours they take.

c. Develop numerical measurements of the production.

d. Relate items b and c to develop average times per unit of production for comparative analyses and predicting work load requirements.

e. Account for all man-hours of the unit and assure that the unmeasured jobs are a small part of the total.

Items a, b and e are well covered. Informal suggestions were made for extending the techniques.

A suggestion was recently made by [redacted] WE and WH Branch which will be implemented: for requests which cannot be filled, instead of merely coding this fact for the monthly report an expanded code should be developed to provide information in statistical form of the data requested which cannot be supplied. This should not take much additional time and is a good idea. 25X1

.07 The Clipping Service Function: As explained in section 2.02c1d on page 5, the Asiatic USSR Branch performs the service of clipping the Moscow Daily News for the Agency. Although there is no known duplication, there is a much larger clipping service in Liaison Division, OCR.

Recommendation 9: It is recommended that the feasibility of transferring the clipping service function from IR to Liaison Division be examined.

Annex A

How Material is Indexed and Filed

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Annex A

How Material is Indexed and Filed

1. Industrial Card File (ICF) or Dossier:

.01 The Card: A Unit Record:

a. This is the basic hard copy file of the Register. It is a 5x8 pre-printed card or an 8x10 card folded to serve as both an ICF card and a 5x8 file folder containing the material summarized on the card. This size was selected because a large proportion of the ICF material will fit on 5x8 cards: by extract (typed, or clipped and pasted to the card) or abstract (done very little because this is a basic file for many purposes and should be complete for future analyses).

b. When pertinent, an entire document is folded to 5x8 size and placed in the ICF folder.

c. For certain types of documents [redacted] 25X1

25X1 [redacted] the ICF index numbers are posted to the document and this is filed in lieu of an ICF card.

d. One card contains information from one document about one foreign industrial, scientific or technical establishment. One document, of course, may be posted to several cards if it refers to several establishments.

.02 Index and Summary Information: The following information is posted in boxes at the top of the ICF card. An "X" in the margin indicates that this information is also punched in an IBM card (explained in section 2 below).

a. Identification Data:

X 1/ Card Number is a serial number with a one-digit year prefix (in 1955 the first digit is 5).

X 2/ Firm Number when the first ICF card is written concerning an establishment, the card number is also used as the firm number. Thereafter, all subsequent cards on the same establishment are given the same firm number.

3/ Classification of the document is shown. If the document is top secret, a green ICF card is used to refer to the document and the ICF card is written so that it can be classified secret. The top secret document is filed in the special file in the CIA Library in conformity with Agency regulations.

As an additional safeguard, CIA Internal Use Only cards are pink. This facilitates their removal when the file is made available to other IAC personnel.

XX 4/ Plant Name and Type of Name: The name (or names) of the plant is entered and type of name is coded in the following categories, or types:

(1) proper name
(2) imeni - a Russian word meaning, in this usage, a plant named after a person: Stalin Steel Works, for example.
(3) descriptive name
(5) cross reference or former name. The technique used is to create a card for every name the plant has ever had. (This information is also punched in IBM cards so that a plant can be located by machine methods by any one of the names on any ICF card.)

Note that a 1, 2 or 3 code may change to a 5 code when a plant is given a new name. This means correcting the ICF card and punching a new IBM card. It is possible to over-punch the IBM card instead of making a new one, but the only saving would be in card cost and the volume of changes is not significant.

(9) contiguous homogeneous group, such as all installations in one mine field or oil field.

(8) plants subordinated to the above type consolidation which do not use official Soviet ministry numbers.

X 5/ Status Code: This indicates the operating status, as follows:

(1) normal operation
(2) under construction
(3) not in operation
(4) destroyed
(5) planned or proposed
(9) unknown status

X 6/ Ministry and Soviet Plant Number: This numeric code is used in the Soviet Area and in some satellite areas.

X 7/ Industrial Category Codes: This is a 2-digit numeric code taken from the Air Force Bombing Encyclopedia of 1947. The code has since been revised by the Air Force, but not by IR. It names industrial activities, or categories, and types of end products. Every applicable code is entered here.

b. Reference Data:

X 1/ Date of Information is entered, if known. It is often important to know how current the information is.

X 2/ Date of Source is entered. This is the date of the document. (Note: in the IBM card the date of source is punched only if date of information is not known.)

3/ Evaluation is taken from the document.

4/ CIA Number is the number assigned to the document by the CIA library and a letter prefix indicates that the document has been microfilmed by the library.

5/ Source Number is the original document number.

c. Location Data:

1/ Country: The name of the country is entered. A 3-digit
X numeric country code is also used. The code was developed in IR, based primarily on a similar code used in the Office of Foreign Funds Control.

2/ Political Subdivision: The name of the political subdivision
X and a 3-digit numeric code is entered. This is an area locator but not a very good one as political subdivisions seldom coincide with integrated economic areas. However, it has the advantage of familiarity. The code was developed in IR but is not revised when a political boundary is shifted. Each analyst maintains a map of his assigned country on which the political boundaries have been drawn. He codes ICF cards by reference to this map.

X 3/ Location: The name of the town is entered here; also the
X map coordinates as shown on the NIS Gazetteer. This is the pin-point locator.

X 4/ Air Force Chart number is posted to the card, as a locator of the AF chart on which the installation can be found. The World Aeronautical Chart (WAC) number is also posted to the card.

.03 Supplementary Plant Cards: The information described above is all contained in the initial, or lead card as it is called. Cards containing further information about a plant need not repeat this detail. They are limited to the following summary information:

a. Identification:

firm number
card number
classification
industrial category codes

b. Reference:

date of information
date of source
evaluation
CIA number
Source number

These supplementary data cards are called "consolidated cards" which seems misleading but probably refers to the fact that they are consolidated under one firm number.

.04 How ICF Cards Are Filed: All branches file the cards by country by firm number. For plant files containing few cards or plant files seldom referred to, there is no sequence to the cards containing the same firm number. For more active files, some branches subdivide the cards by year (date of source). As personnel outside the Register are permitted access to the file, cards do, of course, get misfiled. This is controlled primarily by asking users to leave out the cards they use so that IR clerks can re-file them.

.05 How and When Plant Data are Consolidated:

a. Nomenclature: In IR the word "consolidation" refers to a group of ICF cards brought together physically in the files under one plant number. The words "plant digest" refer to an analytical report organizing and consolidating the information in a "consolidation".

b. Formerly, IR prepared plant digests on its own initiative but today they are prepared only upon written request of an IAC member and after the request has been examined to see if a more abbreviated summary would suffice. Quite frequently a summary can be devised, pointed to the specific kind of information required. To assure careful examination of requests for plant digests, all requests requiring over ten hours of work must have prior approval of the Register chief or his deputy.

c. A plant digest is 20 to 30 pages in length and follows a standard format, varied somewhat by the needs of the requester. It is carefully referenced to the original ICF cards and is strictly an organization and consolidation of file material; it is not finished intelligence.

d. As time is available, analysts select their larger and more active plant files and weed out duplicate and obsolete material. In this process they prepare a Plant Analysis Sheet which summarizes available information and highlights the gaps in information. This is not a written report but a summary or check sheet. When a plant digest is written, a Plant Analysis Sheet is also prepared. A sample appears as Annex B.

2. ICF Data on Punch Cards:

.01 Information in the IBM Cards: In section 1.02 above those data on the ICF card which are also put in IBM cards were indicated by an "X" typed in the left hand margin. They are:

a. Identification Data:

Card number
Firm number
Plant name (alphabetic)
Type of name
Operating status
Ministry and plant number
Industry Categories

b. Reference Data:

Date of Information
Date of Source (document)

c. Location Data:

Country
Political subdivision
Name of City
Map coordinates
Air Force Chart number

.02 Reference Lists Prepared: Three basic lists are prepared from the IBM cards, with supplemental lists of current additions and periodic revised lists. Cards are maintained by country.

a. The cards are listed alphabetically by location (city or town) and within each location alphabetically by plant name. Every name of each plant is included.

b. The cards are listed alphabetically by plant name.

c. The cards are listed numerically by the industrial category code and within each code alphabetically by location, then alphabetically by plant name.

d. Two other lists are prepared for the IR analysts as the need arises:

1/ A "D" listing: numerically by firm number and within firms by card number. This listing can be used to check a file for completeness.

2/ A "DCR" listing which means a "D" listing plus cross reference name cards. The list is in order by firm number, within each firm number is an alphabetic list of each name for the firm and then the individual card numbers within each firm are listed.

3. Product Coding on Punch Cards:

Any product mentioned in the ICF file is coded and transferred to IBM cards so that collations for product analyses can be made mechanically.

.01 Coverage: Product coding was started in 1951 and was limited to documents on the USSR concerning shipbuilding or electronics. Today all current documents are coded for the USSR, the bloc, Yugoslavia, East and West Germany, China and Indo-china. All backlog documents concerning shipbuilding and electronics are coded for the USSR, Albania, Bulgaria, Hungary and Rumania. For other countries backlog documents for these industries vary in coverage from 15 to 90%.

Industrial brochures from the Soviet Bloc are assigned numbers and are also product coded. From these cards a reference list is prepared for identification of model numbers. For other parts of the world there are sufficient available reference data so that brochures need not be product coded.

25X1

.02 Contents: The following information is coded:

a. Reference Data:

1/ document number
2/ firm number
3/ date of information or source
4/ country
5/ area

b. Product Data:

1/ Type and Model. This is a 1-digit numeric code indicating:

trade mark or name
serial number
type or model number

2/ Negative: If negative information is found (such as "automobiles are not made, or no longer made, in this plant"), the card is X-punched.

3/ OCI Industry, or Product, Code: This is a 10-digit numeric code developed in CIA which is based partly on the Standard Commodity Classification developed in the Executive Office of the President. Because this is not the same as the industrial category code, sometimes a card-search through the first two digits of this code will yield different information on an industrial group.

4/ Function Code: This is a 1-digit code, as follows:

(1) repair
(2) manufacture and repair
(3) research/development
(4) parts
(5) for own use
(6) storage
(0) manufactured

5/ End Use: This is a product of two of the preceding codes and is obtained without additional punching. It is the OCI Industry Code plus the first digit of the Product Code.

6/ Alphabetic Description. This extends the coded information by giving the trade name, mark, type name, model number, serial number, etc.

.03 How the Product Cards (IBM) Are Filed:

a. The cards are arranged in document number order and 3x5 cross reference cards are printed showing, for each product card:

document number
product code
geographic area
firm number

The purpose is to create a cross reference file from document number to product code in case subsequent analysis indicates a coding error has been made. The two other items on the card are not essential but are printed simultaneously without extra time or cost.

b. A duplicate set of all model and type cards are reproduced. From them, a list is run periodically and sent to Techniques and Methods Division, Ch/C, ORR for use in markings analysis.

c. The cards are then interpreted and filed by country in order by product code.

4. The Plant Folder:

This is an extension of the ICF file. Because ICF cards are 5"x8", bulky documents cannot be compressed for inclusion therein. Plant folders are legal-size file folders with firm numbers and are repositories for all bulky plant data.

5. The Town Folder:

Much data concerning a city, town or industrial area will apply to all plants in the area. Such material is, therefore, filed by town or industrial area, within country. Town plans, maps and directories will be found here.

6. Product Brochures:

Section 3.01 explained the IBM product coding of industrial brochures from the Soviet Bloc. The brochures are filed in plant folders and extra copies are organized into books by industrial groups such as agricultural machinery, for example.

7. Other Reference Materials:

Gazetteers, directories, government publications and other reference materials concerning foreign industries are accumulated and filed. For non-bloc countries, many questions can be answered by reference to such materials.

8. Location by Mapping - Soviet Area:

Maps of Soviet industrial installations are frequently inaccurate. Analysts working in the Soviet area have, therefore, found it necessary to use outline maps and plot all available ICF material on industrial areas. This has proven quite successful. Strategic Air Command has revised several target maps on the basis of these analyses.

SECRET
(WHEN FILLED IN)

PLANT ANALYSIS SHEET

PLANT NAME ____________________

LOCATION ____________________

____

IR FILE NO ____________

USAF TARGET MOSAIC ____________

USAF CITY MOSAIC ____________

KEY	
P	PRIOR TO
N	NEGATIVE INFORMATION
*	SKETCHES
**	PHOTOS

							ADMINISTRATION										LABOR								UTILITIES			
SEQUENCE NUMBER	IR DOCUMENT NUMBER	NAME	MINISTRY NO.	LOCATION	HISTORY	GENERAL	SUBSIDIARY	AFFILIATE	FINANCE	TRANSPORTATION	RAW MATERIALS	PLANT & BLDG. LAYOUTS	UNDERGROUND FACILITIES	EQUIPMENT	REPARATIONS & DISMANTLING	NATIVE	POW	FORCED	FOREIGN TECHNICIANS	WAGES	PERSONALITIES	TRAINING	POWER	OTHER	QUANTITIES USED	PROC. & TECH. (EFFIC. FACTOR)	RESEARCH & DEVELOPMENT	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

PRODUCTS						PRODUCTION										MKTING			SECURITY								
MAJOR																											
		MISCELLANEOUS	UNUSUAL	CAPACITY	RATE	NORMS	BOTTLENECKS	TESTING	CONVERSION	BROCHURES & SPECIFICATIONS	TRADE MARKS	MODEL NOS.	SERIAL NOS.	DISTRIBUTION	PRICES	STORAGE	STOCKPILING	GENERAL	PHYSICAL	RESTRICTED AREAS	GUARDS, DOGS & ETC.	ELECTRONIC DEVICES	DOCUMENTATION				COMMENTS
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55		56

FORM NO. 60-154
1 APR 54

SECRET

(20)

INDUSTRIAL REGISTER

NOV. 1, 1954

INDUSTRIAL ACTIVITY CODES

MISCELLANEOUS

01. Cross reference. (additional official plant number)
05. Administrative headquarters.
07. Foreign Technicians

RAW MATERIALS

10. Ores and concentrates of fissionable materials.
11. Light metal ores and concentrates.
12. Non-ferrous ores and concentrates. (other than light)
13. Iron, ores and concentrates.
14. Coal, lignite and peat.
15. Petroleum and natural gas.
17. Non-metallic minerals, ores and concentrates.
18. Forest, agricultural, animal, stone, clay and earth raw materials.
19. Raw materials not elsewhere classified (NEC).

BASIC PROCESSING

20. Fissionable materials and necessary auxiliary materials, primary processing.
21. Light metals and alloys.
22. Non-ferrous metals and alloys. (other than light)
23. Coke, iron and steel.
24. Basic organic chemicals and chemical products.
25. Basic inorganic chemicals, including all fertilizers.
26. Plastic materials, synthetic fibers and synthetic rubber.
27. Lumber, paper, stone, clay, earth basic forms.
28. Textiles and leather basic products.
29. Basic processing shops not elsewhere classified (NEC).

BASIC EQUIPMENT

30. Optical glass and optical, industrial and scientific instruments and apparatus.
31. Metal working machinery equipment.
32. Electrical equipment.
33. Plumbing, heating, refrigeration, air conditioning and comparable equipment.

BASIC EQUIPMENT (Cont'd)

34. Construction, mining, and excavation machinery.
35. Rail transportation equipment.
36. Miscellaneous machinery.
37. General purpose industrial equipment.
38. Agricultural equipment.
39. Basic equipment not elsewhere classified (NEC).

BASIC SERVICES AND UTILITIES

40. Research and development facilities.
41. Air transport.
42. Electric power.
43. Communication and urban public utilities.
44. Highway transport.
45. Rail transport.
46. Inland and coastal waterway transport.
47. Overseas transport.
48. Storage facilities.
49. Miscellaneous services not elsewhere classified (NEC).

END PRODUCTS

52. Communication and electronic equipment.
54. Light manufacturing products.
55. Rubber products, natural and synthetic.
56. Coating materials (paints), drugs, toiletries, insecticides, etc.
57. Lumber, paper, stone, clay and earth end products.
58. Food processing installations.
59. Clothing and accessories; textile and leather products.
60. Finished fissionable materials and atomic bombs.
61. Aircraft.
62. Ammunition, aerial bombs, torpedoes, depth charges, etc.
63. Armament.
64. Motor vehicles and gasoline engines.
65. Petroleum products, natural and synthetic.
66. Chemical warfare agents and explosives.
67. Naval bases and shipyards and marine propulsion machinery.

UNDERGROUND INSTALLATIONS

70. Underground Installations (Not Specified).
71. Underground Air Transport (Hangers).
72. Power Station.
73. Manufacturing.
75. Transportation (Subway Systems).
78. Storage Facilities.
79. Other Underground Installations (NEC).

TRADE - COMMERCE - GOVERNMENT

81. Selling and purchasing company.
82. Financial institution.
83. Import and Export company.
84. Agents and representatives.
85. Shipping and forwarding company.
88. Subversive activities.
89. Governmental body.

MANUFACTURING ACTIVITIES - TYPE NOT SPECIFIED

91. General transportation equipment manufacturing; type not specified.
92. General machine manufacturing and metal works; type not specified.
93. General chemical manufacturing; type not specified.
94. General mining; type not specified.
99. Type of manufacturing unknown.

INDUSTRIAL REGISTER

24 May 1955

INDUSTRIAL ACTIVITY CODES

SUPPLEMENT

Miscellaneous

06 MVD Control
08 Secret Departments
09 Penal Labor (Russian)

These items used only for the Travel Folder Program.

Underground Installations

76 Communications, U.G.
77 Defense Works, U.G.

Other Activities

80 Unusual Objects
86 Radar
87 Gun Emplacements

90 Restricted Areas
95 High Tension Lines
96 Barracks (military)
97 Tank Parks (Military Vehicles)
98 Plants under construction (Unknown)